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Deputy Director for Administration

1. Directorate of Administration counseling services are presented in the Directorate of Administration Personnel Management Handbook pages 18-20 Section VII.

2. The section describes the several categories of counseling available to employees including Job and Career-Related Counseling. The section also identifies by title and telephone extension those responsible for providing these counseling services. For Job and Career-Related counseling it identifies the Directorate Career Management Staff and lists their telephone extension.

3. Within the Offices of the DDA the number of officers involved in Job and Career-Related counseling varies among the offices from with the Office of Communications having the greatest number.

4. The Directorate of Administration distributes the Personnel Management Handbook to the DDA Offices with instructions to advertise it widely. The format of the Handbook provides space for the addition of individual sub-group material on Job and Career-Related information and guidance.

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National Foreign Assessment Center

1. NFAC Counseling Services are presented in the Career Service Personnel Handbook, pages 23-25, Section VI, Employee Counseling.
2. The section describes the several categories of counseling available to employees among which are Job and Career-Related Counseling and Job Opportunity Counseling. The section also identifies by job title and telephone extension the officers responsible for providing these services and the Directorate level Job and Career-Related Counseling.
3. NFAC annually publishes in a Directorate Notice names and telephone numbers of all Directorate and Office Counselors.
4. NFAC will distribute its new, revised Handbook to each NFAC employee via computer generated routing sheets.

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Deputy Director for Operations

1. Directorate of Operations counseling services are presented in the clandestine Career Service Personnel Handbook pages 23 and 24 section VIII, Career Counseling.

2. The section describes career counseling services provided in the Clandestine Career Service identifying the job title and telephone extension of those responsible for providing counseling.

3. The Directorate of Operations distributes the Personnel Handbook to the branch level with instructions that it be made available to every employee in the component. In addition, each supervisor is required to certify annually in writing that every employee has read the Personnel Evaluation System Handbook. The Handbook describes the Panel System and the criteria for promotion for each category and each grade.

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Deputy Director for Science and Technology

1. Counseling services in the Directorate of Science and Technology are presented in section X, pages X-1 through X-3 in the Personnel Management Employee Handbook.

2. The section describes the types of counseling and the responsibilities delegated at the supervisory level, the Office level and at the Directorate level.

3. The handbook has been widely distributed with copies 25X1 distributed throughout the Directorate. The handbook is currently under revision and plans call for distribution to each employee.

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Executive Career Service

1. Job and Career-Related Counseling in the Executive Career Service are referred to in paragraph F page 2 and paragraph I. page 3 of the E Service Handbook.
2. Job and Career-Related Counseling is described as the responsibility of management personnel at all levels in general, and specifically the responsibility of the AO/DCI Personnel Officer.
3. The handbook is distributed to each member of the "E" Career Service.

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